

AUDIT ASSOCIATE

Purpose:

To actively support and uphold the City's stated mission and values. To support the Internal Audit Office through performing a variety of professional duties related to non-procurement contract administration and assist at an entry level with internal audits of the financial and operational efficiency and effectiveness of various programs, policies and procedures throughout City divisions and departments including determination of compliance with applicable ordinances, regulations, and contracts; to ensure transparency and accountability over the use of public funds.

Supervision Received and Exercised:

Receives direction from the City Auditor.

Essential Functions:

Duties may include, but are not limited to, the following:

- Maintain the City of Tempe's Contract Administration Program including: program development, data and file maintenance, work with Department Heads and Contract Monitors throughout the City to review and investigate non-compliance issues, and related duties as assigned.
- Perform a wide variety of duties assisting and supporting the Internal Audit function including audits of departments, divisions, programs, and contracts to determine legal and financial compliance with applicable ordinances, regulations, and contractual agreements.
- Perform a variety of duties assisting and supporting the Internal Audit function including audits related to the financial and operational efficiency and effectiveness of various functions, programs, policies and procedures throughout City divisions and departments; to audit books and records of concessionaires working under agreement with the City.
- Perform a variety of duties assisting and supporting the Internal Audit function including audits of various City departments, programs, functions and systems to determine whether adequate and appropriate internal controls are in place to safeguard public resources and whether policies and procedures facilitate the City and its departments in delivering superior service and sustainable practices.

CITY OF TEMPE

Audit Associate (continued)

 Responsible for assisting in the administration, development, and continuous improvement of various Internal Audit operations and programs such as the

employee suggestion and reporting program, continuous auditing, newsletter, and

data mining.

 Performs a wide variety of research assignments related to the Internal Audit function under the direction of the City Auditor; may attend and participate in a

variety of meetings as necessary and perform related duties as assigned.

Minimum Qualifications:

Experience:

One year of increasingly responsible accounting, auditing, and/or database management

experience.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, auditing, information technology or a degree related to the

core functions of this position.

Licenses/Certifications:

None required.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 506

Status: FLSA Exempt / Classified